

Welcome as a new PhD-student at the Department of Biology!

Some practical information about life in Sweden/Lund

International students! Things to do as soon as you arrive in Sweden:

1. Citizens of countries within the EU but outside the Nordic countries need to register at **Migrationsverket** to get a **right to reside**. If you come from a country outside the EU you should have a visa or residence permit before you arrive. You also have to apply for an extension once a year if you are going to be studying in Sweden for more than a year. You can also get permits for your spouse/children.
http://www.migrationsverket.se/info/start_en.html
2. Go to **Skatteverket** (you *must* bring your **residence permit/right to reside, passport and proof of employment stating your salary**) to get your **Personnummer** (personal number). This consists of your date of birth and 4 additional digits, the combination of which will be unique for you. Do this as soon as possible - without this you can hardly do anything, like open a bank account, set up a (mobile) phone contract etc.
<https://www.skatteverket.se/service/ankar/otherlanguages/inenglish/individualsandemployees/movingtosweden.4.7be5268414bea064694c40c.html>

More information here:

<https://www.skatteverket.se/download/18.8dcbbe4142d38302d74be9/1387372677650/717B06.pdf>

3. Set up a **bank account** into which your salary will be paid. Many banks require a Swedish or "bank"-ID before giving you a debit card and other things, even though it is against the EU conventions if you are an EU citizen. Banks that do not require that are for example **Handelsbanken** or **Skandiabanken**. To get your salary deposited into your account you need to fill out a form that is sent to Nordea (the bank Lund University uses). To get the form contact your HR administrator (Anne Liljendahl). When asking for a debit card **DO NOT** tell them that you are a "PhD student" or "post-doc." Tell them that you are an "employee at Lund University." Otherwise you may get a temporary account & card that you can only use in stores and not on the Internet. Make sure to bring your passport/Swedish ID card (if you have one), Personbevis (you can order it from Skatteverket – it is a certificate showing your personnummer), and a proof of employment stating your salary.

Personbevis:

<http://www.skatteverket.se/privat/folkbokforing/personbevis.4.18e1b10334ebe8bc80003671.html>

If you have some questions about the procedure for getting a Personnummer or bank account etc., you can talk to your HR administrator (Anne Liljendahl) or your unit administrator. They will help you.

This is a good resource for people new to Sweden:

<http://www.migrationsverket.se/English/Private-individuals/Working-in-Sweden.html>

This too:

<http://work.sweden.se/plan-your-move/>

And information provided by the university:

<http://www.staff.lu.se/sites/staff.lu.se/files/handbook-for-visiting-staff-and-scholarship-holders-april2015.pdf>

Finding a place to live

- You might have problems to find a flat or a room, as the housing situation in Lund can be very problematic, especially in autumn. Below are some links that might help you to find accommodation quickly. Here you can also find 2nd hand contracts/subleases for shorter time periods, or get a room in a flat with shared kitchen/bathroom. If you are searching urgently, here you might find something fast this way:

<http://bopoolen.nu/?lang=en>
http://www.blocket.se/li?ca=23_10_s

You can also send an email on the departmental mailing list (anslagstavlan-bounces@wallace.teorekol.lu.se). Sometimes a colleague knows about an available accommodation.

- If you are looking for something more permanent, you might want to queue at **AFB** or **LKF**. Queuing times can be long though. Before you can apply you need to register on their websites.

AFB rents out only to students and PhD students, and has every type of accommodation from corridor rooms to family flats. Queuing times for a corridor room are not too long, but to get a flat can take up to 1 year (2007). To be eligible for using this queue you need to be a member of Studentlund and the Academic Society in Lund. You can become a member online, via Studentlund's website, as soon as you have been accepted as a student.

<https://www.afbostader.se/en/>

LKF rents out all kinds of flats. Queuing times to get an apartment start at ~1 year for the least wanted flats.

<http://www.lkf.se/In-english/Becoma-a-tenant/>

If you are moving, you have to register your new address **within 1 week of moving** (this is free) at the tax office (Skatteverket) or via **Adressändring**. Most companies in Sweden are connected to **folkbokföring** and they will only send bills etc to the address you are registered to. To forward your post to your new address costs money and you can sign up for this through Adressändring.

<http://www.skatteverket.se/servicelankar/otherlanguages/inenglish.4.12815e4f14a62bc048f4edc.html>

<http://www.adressandring.se/kundtjanst/information-in-english>

You also need to tell your HR administrator when you change your address so that they can change your address in the administrative systems.

The Swedish Health Care System

- In case of an emergency, call 112. Using the University phones, you must dial 0-112.
- If you are employed in Sweden, you are automatically insured for health care within Sweden (exception: dentist).

For general information about the hospital in Lund visit

<http://www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Skane-University-Hospital/About-Us/>

- There are several health care centers “**vårdcentral**” in Lund:
<http://www.1177.se/Skane/Hitta-varld/Skane/?q=Vårdcentral&l=>

When you're feeling ill, you should go up early in the morning and start calling to your **vårdcentral** from 8 o'clock. It might take a while until you'll get through – you can request for a call back. A nurse will answer and already try to find out about your problem. She will give you an appointment sometime during the day, and usually then you don't have to wait long once you go to **vårdcentralen**. Getting there, you always have to pay 160 - 200 SEK (2016, exceptions if you have to go really often) before you'll be checked. All other treatments are paid by the state. If you need to have medical care a lot, you can ask for a card where your payments are registered, so that you don't need to pay more than 1100 SEK (2016) during one year, if you register the visits.

<http://www.1177.se/Skane/Regler-och-rattigheter/Patientavgifter-i-Skane/-section-2>

- If you suffer from something more urgent, you can always go to **Akutenmottagningen**, the emergency room at the University hospital. Just go, register at the desk and wait until it's your turn – waiting times can be really long, sometimes half a day!! You pay 200-450 SEK (2016) for registration.
- If you need to go to the dentist (**tandläkare**), you can look up dentist's offices at:
<http://www.skane.se/en/Health-care/dental-care/find-a-dentist/>

Also here, waiting times to get an appointment can be very long, apply in good time. In contrast to other illnesses, you need to pay for your dental treatments in great parts yourself.

<http://www.skane.se/en/Health-care/dental-care/dental-care-fees/>

- For both dentists and other physicians, you also can choose a private option. There are many of these in town, try to search for “**läkare**” = doctors or “**tandläkare**”=dentists at **eniro** (<http://www.eniro.se>). Private dentists can vary very much in price. For private physicians it also holds that the state covers part of the treatment costs, but the reimbursement is set by the prices at the state-run dentists.
- To go to the gynecologist, you can call **Kvinnokliniken** in Lund 046-17 10 00.
<http://www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Organisation-A-O/Kvinnokliniken/>
- In Sweden, checking for sexually transmitted infections is free and anonymous. Call 046-17 21 13 (or 046 - 17 11 65), or visit:
<https://www.skane.se/sv/Webbplatser/Skanes-universitetssjukhus/Organisation-A-O/Hudmottagning/Lund1/STI-mottagning/>
- As soon as you are employed as a PhD student you will get refunded for the payment of 95 SEK to see a doctor and some of your prescription costs as well, if you make sure to get a booklet for “**högkostnadsskydd**” from your doctor and have the doctor stamp into it each time.
<http://www.staff.lu.se/employment/salary-and-benefits/benefits>
- For work-related issues, there is an occupational health service offered by Lund University. Contact them to make an appointment for services including medical advice, ergonomics issues, psychological issues, etc. They also offer CPR training and handle statutory occupational testing such as vaccinations and allergy tests (example: if you work with mice, they will do a medical exam to see if you are sensitive to developing allergies against mice).
<http://www.fhv.lu.se>

Insurances

- As EU citizen, you don't need an extra health insurance within Europe (also for private travelling). Non-EU and EU citizens can apply for secondary/social insurance and an EU insurance card at **Försäkringskassan**:
https://www.forsakringskassan.se/wps/wcm/connect/9997804e-06d0-4fe3-849e-e53063d71316/Socialforsakring_FK_4000_en.pdf?MOD=AJPERES

*Note, you can only do this when you are employed by the University (not when you hold a scholarship). This takes several months to process, so apply as soon as you are employed, and they won't notify you if you've missed filling in some form or provide them with some other information. Phone them regularly for a status update.

- For world-travel related to your work at the University (i.e. fieldwork, conferences, etc.), you have good insurance coverage via the University (But check how long if you are abroad a long time!). Ask your unit administrator for this insurance card when you know that you will be travelling.
- Occupational injuries (commuting directly to & from work, at work) are covered by the University if you are employed and if you hold a scholarship/stipend. Employees of the University get extra coverage such as life insurance, business travel insurance, and householder's comprehensive insurance.
- You should get a **hemförsäkring** – a type of property insurance that covers most of other things that can happen to you as fire or water in your flat, housebreaking, theft, often also travel insurance etc.

Here you can compare the different providers (in Swedish):

<http://www.insplanet.com/partner/pricerunner/index.htm>

<https://www.compricer.se/forsakring/>

Transportation

Trains and busses:

- In **Skåne**:

Public transportation (bus and train) in Skåne is coordinated by **Skånetrafiken**. It is useful to buy a “**JoJo-card**”, which you need to load with credit money. You get a discount, and it can be used in busses and trains. You can buy the card at Skånetrafikens Kundcenter near the train station (Bangatan 11 Lund) or online. Buy your train ticket in advance in the ticket machines at the stations. It can also be used to travel to Copenhagen. If you buy a return ticket to Copenhagen the public transport within certain zones in Copenhagen is included! If you commute, there are 30 day cards as well. As a PhD student you get a discount on these if you are a member of the student union and have a student card. To get the student discount, you have to get a student card with the Skånetrafiken logo. You get this by joining the PhD Students' Union (**Lunds DoktorandKår, LDK**).

For more information and a “journey planner”: <http://www.sknetrafiken.se/>

- National trains: **SJ** <http://www.sj.se/>

As a PhD student, with a student card with an SJ logo, you can get discount on all your tickets, furthermore you have the possibility to book last minute tickets 24h before the trains departure, which can be very much cheaper than a normal 2nd class ticket. If you want to be sure to get the train you want to, it's best to book very early in advance - tickets are much cheaper then as well. Be aware, on busy days like before Christmas and other national holidays, trains can often be fully booked.

Flight:

- Malmö airport in Sturup: <http://www.swedavia.com/malmo/>
Bus to reach Malmö airport: <http://www.flygbussarna.se/default.aspx?lang=EN>
- Copenhagen airport: <http://www.cph.dk/en/>

Own transportation:

- Bike: In Lund, a bicycle is very useful, but invest in a good lock. Bikes are frequently stolen, especially at the train station if you place it there overnight.

Places to buy a bicycle:

<http://www.blocket.se> (private, 2nd hand)

<http://www.biltema.se> (cheap)

<http://www.lund.se/cykelauktion> (in Swedish - municipality auctions of abandoned bikes some times per year)

- Car: The minimum age for renting a car is 20 and you need to show passport and driver's license from your home country (maybe other paperwork too). To drive a car in Sweden you need your passport, driver's license, a certificate of insurance, and the car's registration paperwork. Go here to learn more about getting a Swedish driver's license: <http://www.korkortsportalen.se/andra-sprak/>

General info on transportation in Sweden: <http://www.transportstyrelsen.se/en/>

There might be several rules, which are different from your home country, so you should check. A tip anyway: winter tires are required between 1st of December until 31st of March or when the weather requires it.

Lund University Foreign Friends

- As foreign PhD student, you can register at LUFF (Lund University Foreign Friends): <https://www.facebook.com/LUForeignFriends>. You will be added to their mailing list and will receive information about activities organized for foreigners, Swedish classes and also receive advertisements for bikes for sale, apartments to rent, people looking for apartments etc. Very useful! And it can help you to find a place to live. Their website also has a special part with advice on how to survive in Sweden. They organize Swedish and English conversation classes if you want to practice. You can also visit their office to speak to someone if you have any questions/issues.

Swedish courses

There are different places providing Swedish courses.

- SFU: <http://www.staff.lu.se/employment/for-international-staff/swedish-for-university-staff-sfu>
- Komvux: <http://www.lund.se/Citizen/Education1/Vuxenutbildning/Sfi---Swedish- for-Immigrants/>
- Folkuniversitetet: http://www.folkuniversitetet.se/Kurser--Utbildningar/Sprakkurser/Svenska_Swedish/
- Medborgarskolan: <http://www.medborgarskolan.se>

Other useful links:

- Telephone numbers, addresses and maps:
<http://www.eniro.se>
<http://www.hitta.se>
- Phone, mobile and internet providers:
<http://www.telia.se/>
<http://www.telenor.se/>
<http://www.tele2.se/>
<https://www.comviq.se>
<https://www.tre.se/>
- Books etc:
<http://www.akademibokhandeln.se>
<http://www.adlibris.se>
<http://www.bokus.se>
<http://www.bookdepository.co.uk> (free delivery of English books to Sweden)
<http://www.andrahandsbokhandeln.nu/>
- Electronic stuff
<http://www.dustin.se>
<http://www.netonnet.se>
<http://www.kjell.com> (all sorts of useful stuff)
<http://www.komplett.se>
<http://www.cdon.com>
- Price comparisons
<http://www.prisjakt.se>
<http://www.pricerunner.se>

Some practical information about life at work

During the first days

- Some simplistic information about your PhD studies at Biology is found at: <http://www.biol.lu.se/phd-studies>
- Your supervisor will show you in which office you are going to sit and help you to get the necessary access card (to open locked doors) and keys (if needed). The access card is produced, closest at LTH study center, and you need to be registered as an employee, and have a Swedish ID card or passport. More information can be found at: <http://www.lu.se/studera/livet-som-student/it-tjanster-support-och-driftinfo/lu-kortet-passerkort>. Your supervisor should also inform you where you can get office supplies like pens, papers etc.
- Your supervisor will introduce you to everyone at your unit, either at a unit meeting, at the coffee table or by walking around with you at the unit. He/she should also introduce you to the “studierektor” (Director of Postgraduate Studies), who are currently Karin Rengefors and Per Lundberg (2016) and the personnel administrator in your building.
- You can get a copy of the handbook for PhD-students at: <http://it.biol.lu.se/handbok/handbook.asp>

During the first three months

- You should fill in your individual study plan. You find the form at: <http://isp.science.lu.se/>. The study plan should be seen as a contract and has legal support. Therefore, it's important that you take your time when you fill it in. Talk to your supervisor and other PhD-students about how/when to do this.
- You will have a supervisory committee that includes your supervisors, Examiner and a resource person, who is someone that is not at your unit. This person shall give independent support and advice to the PhD student.
- You will have a meeting with your supervisory committee and the Director of Postgraduate Studies (“studierektor”). At this meeting you will go through the “Checklista för det första doktorandsamtalet” (Checklist for the first PhD student meeting), a checklist, which is a list of useful discussion points to clarify the expectations between students and supervisors. You will of course also discuss the individual study plan, courses and teaching. The final version of the individual study plan should be signed and thereafter given to your examiner for archiving. You will have a PhD student meeting like this at least once per semester (where you discuss the progress of your studies and update the study plan and the checklist). The Director of Postgraduate Studies will attend the first meeting and the meeting that occurs following mid-term assessment.

- Make a short presentation of yourself and send it to inger.ekstrom@biol.lu.se. A picture should also be included. This will be published on the biology blog (see below).
- You will be contacted by the head of Biology education (Carin Jarl-Sunesson) about being partly employed as a teacher and helping out with teaching of undergraduate students.

Computers and e-mails

- E-mail. The personnel administrator will register you in Lucat (see Computer systems below) and then you get a university e-mail address.
- You should subscribe to university mailing lists. Go to <http://wallace.teorekol.lu.se/mailman/listinfo>, find the lists that are appropriate for you, fill in your subscription information and you will be added to the list when the moderator has approved.
- Personal website: All employees should have a personal website shortly describing their research etc. For inspiration look here: <http://www.biologi.lu.se/forskning/forskargrupper>

The presentation and pictures should be sent either to your local web administrator or to inger.ekstrom@biol.lu.se.

- Make sure to subscribe to:
 - ✓ **PhD student** – to send and receive information that is specially intended for PhD students within the Department of Biology.
- Automatically registered to:
 - ✓ **Anslagstavlan** – to send and receive information to all personnel at the Department of biology.
 - ✓ **Biologi** – to receive information from the administration to all employees at the Department of biology.
- Other useful mailing lists and blogs:
 - ✓ **Biology blog** – A blog where much departmental information is presented. Register at: <http://biologi.blogg.lu.se/>
 - ✓ **Biobullen** – weekly mails with information about seminars, meetings etc. at the Department of Biology the upcoming week. Subscribe here: <http://biologi.us2.list-manage.com/subscribe?u=42225df04934a25a4839783e7&id=f4764e43fe>

- ✓ **The Oikos list** which sends out information on courses, positions etc. To subscribe to the Oikos list you have to be a member of Oikos, a society for ecologists with a professional interest in ecological research - <http://www.svenskaoikos.se>. It costs 60kr per year. You can sign up with Bodil Enoksson in the library.
- Most computer programs and software: There are university licenses. Ask the person responsible for computers at your unit.
- Computer systems at the University (that you will hear of and use some of them):
 - ✓ **Ladok** – a national system used for documentation of academic information at universities in Sweden.
 - ✓ **Lucat** – registration of the people associated to the department. When registered in Lucat you will get your email address. Ask your personnel administrator to register you.
 - ✓ **Lupin** – for handling invoices if you order equipment etc.
 - ✓ **LUPP** – for researcher and PhD students with employment. You can check the transactions and saldo of your activities/accounts for your grants
 - ✓ **Primula web** – personnel system where you register vacation, travel reimbursements, sick leave, leave because of sick child (Vab (Vård av barn)) and change of address.

Courses and the library

- It's a good idea to join a research school if it's possible. Talk to your supervisor or other PhD-students about the possibility. Many research schools offer courses, mentor programs and an opportunity to meet other PhD-students working in your research area.

Examples on research schools that are connected to the department:

- **ClimBEco** – Research school in environmental and climate sciences
 - **CMPS** – Research school for molecular protein science
 - **FLÄK** – Research school in pharmaceutical sciences
 - **GENECO** – Research school in genomic ecology
- You will need 60 theoretical credits (högskolepoäng –ECTS) to get your exam. At the first “doktorandsamtal” (PhD meeting) you will get information on which compulsory courses you need. Note that on some papers the old credit system is still in use (which can be quite confusing). 1 old credit (poäng) = 1.5 new credits (högskolepoäng).

- Useful sites with information on courses:
 - PhD-Courses at Dept. of Biology in Lund:
<http://www.biology.lu.se/education/phd-studies/phd-courses-in-biology>
 - PhD-Courses at the Faculty of Science in Lund (e.g. pedagogic courses):
<http://science.lu.se/for-employees/education-and-research/postgraduate-studies/courses-and-graduate-schools>
 - Other PhD-Courses. Both Swedish and courses abroad:
<http://www.bioresschool.su.se>
- There are two compulsory introductory courses for PhD students, one by the faculty of science and one by the department of biology. Both are advertised at the PhD mailing list. Make sure that you go to the introductory course for PhD students as soon as possible. A part of the introductory course is an introduction to how to search databases in the library. This part of the course is given to each student individually (or two students together if they are working on similar projects) and is really useful! If you have to wait many months for the introductory course you can talk to Kristina Arnebrant at the library and ask her to take you through that part in advance. The courses “Evolutionary processes” and “Pedagogics” are mandatory as well. The statistics course is highly recommended.
- With a library card, you can borrow books from all academic libraries in Sweden for free! You can also order articles from other libraries for free. It is possible to buy books via the library at a price, which usually is lower than elsewhere since the library gets a discount. Ask your supervisor about the budget to pay for course literature and other literature you need for your research. The library staff is also open for suggestions for which books to buy for the library. Don't hesitate to ask the library staff for help, they are really helpful.
- The library has a nice website: <http://www.bibl.biol.lu.se>. There you can for example find good databases for articles.

Teaching, scholarships and other money issues

- When you have reached 60, 120, 180 hp (Högskolepoäng) in your PhD studies you are entitled a salary raise (This is equal to 1, 2, 3 years of full time PhD work). You will have to make sure that you get this salary raise yourself by filling out a separate form! See separate document about salary for PhD students:
<http://www.biology.lu.se/internal/employment/doctoral-students/salary-increase-in-stages>
- If you are teaching you have the right to compensation in time (“prolongation”). Remember that you should agree on the compensation with the person who is responsible for the course before you start working. See separate document about rules for compensation (in Swedish only): <http://www.biology.lu.se/internal/employment/doctoral-students/extension>
- If you are paying for something job-related with private money and want your money back you should save your receipt, this also goes for reimbursement for using a private

car for work (not traveling to and from). Lund University has a system for billing (Primula web) where you write in your different expenses and then get your money back with the next salary. You can ask your administrator to teach you how to use it.

- Current scholarships and grants are listed under: <http://www.biology.lu.se/internal/research-and-education/postgraduate-studies/scholarships-and-grants>. You will also receive a list of other places where you can search for grants during the introductory course. When you have been successful with a grant application you might have to start your own account. Take a copy of the letter you get from the funders to the unit research administrator who will open an account for you.
- If you are going to travel during your work you should book the trip through the travel agency that Lund University has contract with. The travel agency you should use to book your trip with is Via Egencia. You can have e-mail contact with them to book your trips: lu@viaegencia.com, or phone them: 040-608 57 50, and need to know the cost center, ask your unit administrator. You should also ask your unit administrator for an insurance card (refer to “Insurances” section above). This card certifies that you are insured through Lund University and should be presented in case you need to go to the doctor etc. while abroad. It is also advisable to bring your EU insurance card when you travel within Europe, if you have one.

Boards and unions

Doktorandkåren and nations

- It is highly recommended that you join the “doktorandkåren” (the PhD student’s Union, <http://www.ldk.lu.se>), which handles issues concerning all PhD students at the University. Here are three good reasons for becoming a member:
 - PhD students sit in different boards at the department level, faculty level and university level. By being a member, you are represented in those different boards. If you are not a member, complications may occur if you need their help or want to influence the system, for example by being a representative yourself.
 - You have access to “doktorandombudsmannen” (the PhD student councilor) who works full-time with issues concerning PhD students. You can get advice from him/her, for example, if you have problems with your supervisor or other issues regarding your employment. Go to <http://www.ldk.lu.se> and look under Doktorandombudsmannen.
 - You will get a student ID, containing various discounts. Make sure you get SJ, skånetrafiken and SAS logos on your student id card, to get student discounts on your flight and train tickets. This is achieved through being registered in the Ladok register before the student cards are sent out (February and October). Ask your unit administrator to help you.

Go to <http://www.ldk.lu.se/membership/> for information on how to become a member.

- You can choose between being a member of doktorandkåren only or to add a membership of a “nation” and the “Academic society” (AF), which will give you access to some social activities, grants and accommodation (for example the AFB queue). If you want to become a member of all three organizations go to: <http://studentlund.se>

Boards and councils

PhD students have representatives at the following boards and councils at the Biology department (further information on each board/council is found in Appendix 1):

- Biology doctoral student council, BDR
- Biology department board
- Research education board, FUN
- Basic education board, GUN
- Health, Environment & Security committee, HMS-kommittén
- Infrastructure group, BIG
- Equality group
- Library group
- Scientific Activities Coordinating Team, SACT

Find out which persons are board members at your department, which is helpful if you want to join a board or if you have questions. Information on representatives (and other useful stuff) can be found under documents at: [http://www.ldk.lu.se/archive/ - ndr](http://www.ldk.lu.se/archive/-ndr)

If you are a PhD-student representative in any of the boards or councils, you have the right to compensation (in time, i.e. “prolongation”).

Union

If you want to join facket (the union), you can choose between Naturvetareförbundet (<http://www.naturvetarna.se/>), SULF (<http://www.sulf.se>) or both - at a reduced price, or ST (www.st.org/st-in-english/). Remember that you should join a-kassan (<http://www.aea.se>) at least a year before your dissertation otherwise you will end up in the lowest compensation category if you end up unemployed after you get your degree!

Social activities, exercise

- Social activities
 - Floor hockey every Wednesday. Contact person: Simon Herzog
 - Friday Pub (Einar) every Friday second floor lunchroom at 16.30. Everybody is welcome! There might be more activities, you simply have to ask around. Some activities are also announced via the email lists.

- You can get up to 1870 SEK per year for fees to one sport activity. (When you pay for sport activities, save the receipt!) This is the amount of money that one year membership card costs at the Gerdahallen (<http://www.gerdahallen.lu.se>). You'll find a form to fill in here (look for Friskvårdsersättning): <http://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/health-promotion>

Out of office and health

- It is a nice rule to let a co-worker and/or supervisor know if you are not going to be at work. That is if you're ill, on vacation, home when your child is ill, working abroad or working at home and so on.
- When you are employed with a regular salary you can fill in your vacation days, sick leave etc. on Primula web: <https://primweb.adm.lu.se/>. Vacation should be filled out one month before your vacation if it occurs in the spring. If it occurs in the fall you have to register your vacation or notify you personnel administrator at the latest at the end of April. It's important to update when you are taking vacation because if you get hurt during fieldwork/lab work while you are registered being on a vacation you might get problems with the insurance!
- Number of days of annual paid vacation (for employees):
 - Age Up to 29 years - 28 days
 - 30 to 39 years - 31 days
 - 40 years and over - 35 days
- Note! When you're ill for more than 7 days you need a medical certificate from a doctor. Your PhD employment will be extended with the number of days you have been on sick leave.
- Procedure when your child is ill: If you have a PhD employment you register the leave in Primula Web (<https://primweb.adm.lu.se>). When the need for temporary childcare arises, parental allowance is paid from the "Försäkringskassan" (this is the same amount as sickness allowance), and it needs to be registered at Försäkringskassan the first day you are home with a sick child. Parental allowance for temporary childcare is awarded until the child has reached 12 years of age. A doctor's certificate has to be issued after the 8th day of illness.
- If you get pregnant or need to be off work due to illness you should contact Försäkringskassan (<http://www.forsakringskassan.se/privatpers/>) and Facket (The Union) – if you are a member. They know your rights. If you get pregnant during your PhD employment you will get föräldrapenning (economical compensation for parental leave) from Försäkringskassan.

- As a parent with a child under 12 years you have the right to work part time, down to 75%, in Sweden.

What if I have questions/problems?

- Talk to your personnel administrator (Anne Liljendahl) or your unit administrator for general questions. They can usually help you or will help you find the information you need.
- If you have problems related to your work/research it is best to first talk to your supervisor/s. If you have problems with your supervisor/s you can talk to the director of studies (studierektor). It is Karin Rengefors and Per Lundberg (both located in the Ecology building).
-
- If you have problems with your supervisor or just want some advice you can talk to Doktorandombudsmannen (The PhD student's councilor). Go to <http://www.ldk.lu.se> and look under Doktorandombudsmannen. NB. You need to be a member of doktorandkåren to gain access to doktorandombudsmannen.

I want to know more!

- Handbook for post graduate studies can be found here: <http://it.biol.lu.se/handbok/handbook.asp>
- Information for employees: <http://www.medarbetarwebben.lu.se>
- Information for PhD students: <http://www.science.lu.se/education/phd-studies>
- The internal website for the Department of Biology: <http://www.biologi.lu.se>

This guide doesn't claim to be complete or faultless – tips and comments are accepted gladly to the BDR

Compiled by: BDR - updated in December 2016

Appendix 1. Description of PhD representative positions within the Biology Department at Lund University.

Biology doctoral student council - BDR
Biology department board
Research education board - FUN
Basic education board - GUN
Health, Environment & Safety committee - HMS-kommittén
Infrastructure group - BIG
Equality group
Library group
Scientific Activities Coordinating Team - SACT

All current (October 2016) representatives have answered the following questions about 'their' group, and the replies are presented below.

- 1. Name of 'group'?*
- 2. Aims and objectives of the group (i.e. why does the group exist?)*
- 3. Who calls for meetings?*
- 4. How often does the group meet?*
- 5. What kind of questions does the group handle? Could you give some examples?*
- 6. How big is the workload, i.e. is there usually many documents to read and relate to or comment on before every meeting?*
- 7. Other tasks within the group?*
- 8. Are tasks split evenly between all group members or is there a specific 'working group'?*
- 9. Anything else you think is interesting or important to know.*

- 1. Biology doctoral student council, BDR (Biologiska Doktorandrådet)**
- The BDR consists of a group of PhD students in Biology that comprises of one representative from each unit. Briefly, the job of the BDR representatives consists of providing a link between the PhD students and the different boards, especially NDR (Naturvetenskapliga Doktorandrådet, Science faculty PhD representative board), institutionstyrelse (Department board) and FUN (Forskarutbildningsnämnden) as well as to convey important information to all PhD students (through monthly reports sent on Biologibloggen and meetings within each unit). BDR also discuss points raised/problems encountered by PhD students and give information to new PhD students.
- We take turns in being chair, secretary and minutes approving person. The person being secretary at one meeting calls the next meeting, sends out the agenda and chairs that meeting.
- Approximately once a month but at least three times per term.
- See point 2 above.
- How much work is involved depends entirely on how ambitious the group wants to be. There are, however, a few regular tasks: organize the nominations of PhD students for the different boards in Biology, organize the election and venue of guest lecturer chosen by PhD-students.

7. Lately, we have been discussing the new system for the individual study plan and the best way to get information out to the PhD students about how to fill it in.
8. We split the jobs between us, according to interest and time available.
9. This is a very good opportunity to get involved with e.g. PhD students' rights and other important issues relevant to PhD students. All meetings are held in English. Good for your CV!

/Maria Ingimarsdottir & Annelie Jönsson 2011, updated by Therese Reber 2014, updated by Anna Drews 2017

1. **Biology department board (Biologiska Institutionens Styrelse)**
2. The board deals with anything and everything related to the biology department, including (but not limited to) important PhD-related issues – such as budgets, employments, organization of the department, infrastructure, equipment, teaching hours, and much more.
3. Monica Pardon
4. On average once a month.
5. See point 2
6. The board does require some reading of documents in preparation before each meeting.
7. On occasion there will be votes held on important topics, and then it is essential that we, as PhD students, have a vote. One of the main purposes of having a representative on this council is to be able to get up-to-date information about the happenings at the department, which may affect PhD students greatly.
8. Evenly split
9. The meetings are held in Swedish.

/Markus Fröjd 2016

1. **Research education board, FUN (Forskarutbildningsnämnden)**
2. Questions and topics about Research Education (RE). Discussing pros and cons, problems and solutions, and collecting opinions from others. I think the most important is to improve the flow of information between PhD students and FUN in both directions.
3. Karin Rengefors (as of 2016)
4. Approximately once a month on average. Fairly strict meeting times - usually two hours long.
5. Rules regarding the salary ladder for PhD students, the RE website, new individual study plan, stipend PhD students. Which courses should be compulsory? Which subfields should exist within Biology? How should the supervisor committee be structured in the future? And similar questions.
6. There is usually not so much to prepare before meetings, sometimes read a couple documents, sometimes a task will be to discuss in subgroups, sometimes other minor tasks. The board gains a lot from suggestions and ideas as well as opinions from the PhD student council.
7. Very diverse as described above.
8. Usually the heads of studies (studierektorerna) present a suggestion when a new issue emerges. Then it's up to us to check whether it's of interest to PhD students or whether we should bring an alternative suggestion.

9. FUN has an open and integrating working atmosphere but one needs to be fairly tough and very clear with ones opinions and thoughts. Important: You need to be able to speak, read and understand Swedish!

/Simone Schopper 2011, updated by Elin Videvall 2016

1. **Basic education board, GUN (Grundutbildningsnämnden)**

2. The Basic education board runs the basic education within the department and has the overall responsibility for this.
3. Cecilia Lönnqvist
4. Once a month
5. GUN works with educational issues at basic and advanced level (masters). The group also works to integrate all basic education activities.
6. Not so big. There isn't always anything specific to have an opinion about but usually there are some documents to read through, though not long ones. Some course plans and course evaluations, some other things to read through.
7. Take turns in proof reading the protocol.
8. There is no specific working group. Groups are assembled as and when necessary but usually consisting of persons more directly involved in the basic education, e.g. study advisors and directors of studies.
9. This position is good for anybody who wants an insight into how basic education is planned and run. It gives an opportunity to influence the structure of courses which might be useful for anybody who teaches a lot. Coffee and cake is included at every meeting :-)
The meetings are in Swedish, so being able to read, speak and understand Swedish is a requirement
Usually at every meeting you are asked to give an update of things happening in BDR, why it is important to talk to members in BDR before every meeting.

/Annelie Jönsson 2011, updated by Anna Nordén 2016

1. **Health, Environment & Safety committee (HMS)**

2. The main task for the HMS committee is to monitor and coordinate the University- and faculty-wide policies regarding health, environment and safety.
3. Carl Sjökvist
4. 2-3 times per semester
5. New rules concerning safe handling of chemicals, accidents and incidents at the department, and safety inspections - including the annual psycho-social safety inspection.
6. Small. There are usually a few documents to read before each meeting.
7. –
8. No working groups.
9. The meetings are in Swedish.

/Caroline Björnerås 2016

1. **Infrastructure group, BIG (Infrastrukturgruppen)**
 2. To summarise and organise infrastructure available to everybody within the Biology Department.
 3. Olle Anderbrant
 4. 4-5 times per semester
 5. How/whether the microscopy center should be updated, how much should it cost to use the microscopes. The green houses, what should be done with them - renting out?, how should the staff issue be solved etc?
 6. We've had two meetings so far so it's difficult to say. Some work is done in between meetings so it depends on how much you take on. There is not all that much reading to do before meetings and the meetings are fairly short and to the point
 7. -
 8. No working groups, the workload is split between different persons.
 9. -
- /Magnus Ellström 2011

1. **Equality group (Jämställdhetsgruppen)**
2. To discover, highlight, discuss, prevent and work against discrimination at work.
3. Bengt Hansson
4. Once per month
5. Offer regular presentations by invited researchers (and especially encourage invitations to people from underrepresented groups); Present data on proportion male/female external lecturers at the department: Spread information about the faculty action plan and this local action plan via the Biology Department website and intranet (anslagstavlan); Create opportunities for contact and network building between all categories of personnel through, for example, the invitation of randomly selected employees to regular "Equality coffee breaks" which also provide opportunities for discussing gender and equality issues. We also aim to offer all employees at least one yearly workshop/training program or seminar with a focus on gender and equal treatment perspectives (such as e.g. workshop on master suppression techniques during fall 2016)
6. Sometimes there are documents to read but usually very short. The workload is generally small but larger at times, e.g. when editing the action plan.
7. It's good to have some knowledge of equality and discrimination and the theories behind this. as for example, what forms it can take, pros and cons with different types of equality and methods to get there etc.
8. The work is split evenly, but PhD students don't carry as large responsibility as other group members.
9. It is usually a very nice and well informed group that thrives to bring up questions with regards to gender equality and equal opportunities. In accordance with university policy with regards to Discrimination, Equal treatment, Recruitment and promotion, Leadership, Pay rates and terms of employment, Gender perspectives and intersectional perspectives, the Biology Department has developed an action plan for gender equality and equal opportunities (jämställdhet och likabehandling, JoL-plan) as a local extension of the action plans created by the Faculty of Science and Lund University centrally (<http://www.naturvetenskap.lu.se/om-fakulteten/visioner-och-varderingar>).

/Margarida Soares 2017

1. **Library group (Biologibibliotekets styrgrupp)**
2. The group is responsible for the department library services.
3. Åse Paulsson
4. 2 meetings per year
5. For example the usage of e-media and e-books, the library budget, and workshops/seminars that the library arranges.
6. The workload is minimal.
7. –
8. It is mainly the library staff that informs the group about current issues. The rest of the group listen and comment on what's being discussed.
9. Meetings are in Swedish

/Caroline Björnerås 2016

1. **Scientific Activities Coordinating Team, SACT (Gruppen för vetenskapliga aktiviteter)**
2. Integrate scientific activities within the Biological institution which are of general interest, and understandable for all employees of Biology Department
3. Honor Prentice
4. Meet almost every month for no longer than 1 hour.
5. Issues: - plan the integrated scientific activities on Thursday afternoons.
 - Lund Biology Seminars: Two high quality guests per year with proven ability to give talks of extremely general interest.
 - Tandem Talks: one hour, two speakers - one from each of the two old Departments (including the museums), emphasis on a high level of accessibility.
 - visits (to labs, fieldstations, museums) and excursions (fungus excursion, moss excursion, bird excursion, aquatic excursion) for employees of Biol.Inst.
6. Workload:
 - keep contacts to people who are responsible for the scheduled topics, so that they don't forget what they have promised.
 - announce the integrated activities in time on Anslagstavlan, COB-listan, and BioBullen.
7. –
8. Tasks are split evenly.

/Josef Straka 2011